

USED OIL RESEARCH, TESTING, AND DEMONSTRATION GRANT
APPLICATION COVER SHEET

Applicant:	Federal Tax I.D. #
Department or Agency:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code:	County:

Regional Participants (if applicable):

Primary Contact (Name & Title):

Phone: Fax:

Email Address:

Program Director (Name & Title):

Phone: Fax:

Email Address:

Assembly District(s):

Senate District(s):

Brief Description of Project (3-5 Sentences):

Total Grant Request: \$ _____

Certification:

Certification: I declare, under penalty of perjury, under the laws of the State of California, that all information submitted for the California Integrated Waste Management Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge.

Signature of person as authorized in the resolution: _____ Date: _____

Type or print name and title: _____

☐ _____ Applicant certifies that if awarded a grant it shall in the performance of the Grant Agreement conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State.
(Please check the box and initial.)

INSTRUCTIONS FOR APPLICATION COVER SHEET

Applicant

This is the name of the applicant's organization that is submitting the proposal, e.g., ABC University.

Regional Participants

Multiple applicant's or chapters of an umbrella organization may join together to submit an application. A lead applicant must be designated by the participating organizations. The lead agency must submit a resolution as described in Exhibit B. In addition, each participating organization of this application must submit a resolution from the governing body stating that the organization wants to participate in a program and authorizing the lead applicant to act on its behalf as both applicant and grant administrator.

Primary Contact

This person is responsible for carrying out the day-to-day management and implementation of the grant. All California Integrated Waste management Board (CIWMB) correspondence will be directed to this individual.

The Primary Contact must be an employee of the lead applicant/organization.

Program Director

This individual has ultimate responsibility for the project. The Program Director should be in a position ranking above that of the Primary Contact.

Assembly and Senate Districts

List the district numbers for all districts affected by the proposed project.

Brief Description of Project

Include a three to five sentence summary of the proposed project. This summary may be distributed by the CIWMB to the public.

Total Grant Request

The total number of dollars being requested from the CIWMB rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

Signature

Please select the designated signature authority designated in the Resolution carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form. Be sure to check and initial the Environmental Justice certification.

Environmental Justice

Grantees for this grant program must comply with the following principles of Environmental Justice and certify their compliance by initialing the application where noted. Environmental Justice is defined in Government Code Section 65040.12(c) as: "...the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies." Senate Bill 115 (Solis, Statutes 1999, Chapter 690) broadly requires all California Environmental Protection Agency boards, departments, and offices to conduct their "programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state."

The following is provided for sample purposes only. Please consult with your attorney.

SAMPLE RESOLUTION

WHEREAS, the people of the State of California have enacted the California Used Oil Recycling Enhancement Act that provides funds to nonprofit organizations for establishing and maintaining used oil collection projects that encourage recycling or appropriate management of used oil; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing the application by public agency, contractor, local government or nonprofit organizations under the program; and

NOW, THEREFORE, BE IT RESOLVED that the _____ (*Title of Governing Body*) authorizes the submittal of an application to the California Integrated Waste Management Board for a 2002/2003 Used Oil Research, Testing, and Demonstration Grant – Third Cycle. The _____ (*Title of Official*) of the (*Name of the organization*) or his/her designee is hereby authorized and empowered to execute in the name of the _____ (*Name of the organization*) all necessary applications, agreements, amendments and other documentation necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (*Title of Governing Body*) this _____ day of _____, 20_____.

ATTEST:

Signed: _____ Date: _____
(*Name and Title of Individual Authorized to Sign*)

Lead Applicant for a Regional Program – NOW, THEREFORE, BE IT RESOLVED, that the (Lead Applicant's Governing Body) authorizes the submittal of a regional application on behalf of the (List Participating Organizations) to the California Integrated Waste Management Board for a 2002/2003 Used Oil Research, Testing, and Demonstration Grant – Third Cycle. The (Title of Official for Lead Organization) of the (*Name of Lead Organization*), or his/her designee, is hereby authorized and empowered to execute in the name of the above named organizations all necessary applications, agreements, amendments, and other documentation necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

Participant in a Regional Program – NOW, THEREFORE, BE IT RESOLVED that the (Name of Participating Organization) authorizes the (Name of the Lead Organization) to submit to the California Integrated Waste Management Board a regional application for a 2002/2003 Used Oil Research, Testing, and Demonstration Grant – Third Cycle on its behalf. The (Name of the Lead Organization) is hereby authorized and empowered to execute all necessary applications, agreements, amendments, and other documentation necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

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Agency Name _____
Grant Name and Cycle _____ Grant _____
Date Submitted _____ Date Updated _____

PLEASE CHECK THE APPROPRIATE BOX FOR EACH PERMIT/LICENSE/FILING (DO NOT attach or include copies of the permits/licenses/filings. KEEP all permits/licenses/filings available in grant file for audit.)

Applicant/Grantee has this current valid Permit/License/Filing			
Applicant/Grantee will obtain and/or modify this Permit/License/Filing			
This Permit/License/Filing is not applicable for the business or the proposed project. Insert "N/A" in each applicable green box.			
N/A		LOCAL GENERAL BUSINESS	REGULATOR OR ISSUER
		Land Use Permit/Zoning Clearance/Conditional Use Permit	City or County if unincorporated area
		Building Construction Permit	City or County
		Business License (not required for unincorporated county areas)	City
		Fictitious Business Name Filing	County
		Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events	City, County or Cal/EPA-DTSC
		ABOP Notification	CUPA or Cal/EPA-DTSC
		Waste Tire Facilities Permit	Cal/EPA - CIWMB
		Waste and Used Tire Hauler Registration	Cal/EPA - CIWMB
		Hazardous Waste Haulers Permit	Cal/EPA – DTSC
		Waste Hauler Permit	City or County
		STATE PERMITS AND FILINGS	
		Solid Waste Facilities Permit	Cal/EPA – CIWMB
		State EPA Identification Number	Cal/EPA – DTSC
		Industrial Activities Storm Water General Permit	Cal/EPA – WRCB
		Waste Discharge Requirements	Cal/EPA – WRCB
		Corporate, Company or Partnership Filings	Ca. Secretary of State
		Authority to Construct/Permit to Operate	Air Quality Management District
		Non-Profit Organization 501 (C) (3)	Secretary of State
		Prop. 65 Safe Drinking Water & Toxic Enforcement Act	State Health & Safety Code 25249.10
		FEDERAL PERMITS AND FILINGS	
		US EPA Identification Number	US EPA
		US EPA – NPDES and/or NSR Permits	US EPA
		OTHER PERMITS	

(a) This list is not intended to be all-inclusive. Grant applicant may attach additional information for other critical permits/licenses/filings not listed above.

NOTES:

PRIVATE ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) is in good standing and qualified to do business in the State; and 2) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 3) where compliance has not been met, I have attached a letter describing what has been done to achieve full compliance.
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PUBLIC ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.

Executed at _____ on _____
City and State Date

Grant Applicant / Authorized Signatory Name and Title (print)

Signature of Grant Applicant / Authorized Signatory

Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the grantee; reimbursement by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the Board's Unreliable Contractors List.

WORK PLAN

Exhibit D

Applicant _____

Date: _____

Reporting and Expenditure Category _____

Activity Number	Description of Activity	Staff or Contractor	Time Period

See reverse for completion instructions

INSTRUCTIONS FOR COMPLETING THE WORK PLAN FORM

The Work Plan must list all activities described in the project narrative that are necessary to complete the proposed project.

1. Fill-in the applicant name, reporting and expenditure category and date the Work Plan was written in the appropriate spaces. Start the Work Plan for each reporting and expenditure category on a new piece of paper.
2. List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by applicant's staff or a contractor and the time period in which the activity will occur.

REPORTING AND EXPENDITURE CATEGORIES

Permanent Collection Facilities: Costs for the establishment, expansion, and operation of permanent used oil collection facilities. Costs for recycle-only facilities should also be included here.

Temporary or Mobile Collection: Costs for one day, intermittent events, or mobile collection (other than residential collection of used oil).

Residential Collection: Costs for the establishment, continuation, or expansion of curbside or door-to-door collection of used oil.

Publicity and Education: Costs for the development, printing, and distribution of publicity or educational materials that promote the used oil collection opportunities funded this grant cycle.

Personnel/Other: Include all personnel time and any other eligible expenditure that cannot be assigned to another category.

Stormwater Mitigation: Installation and maintenance of filters, storm-drain stenciling, all applicable costs of publicity and education, and personnel.

SAMPLE

Applicant: ABC University

Date: July 1, 2003

Reporting and Expenditure Category: Permanent Collection Facilities

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Write RFP for construction of Permanent Collection Facility at the landfill	Applicant Staff	May 1 – Dec. 30, 2003
2	Release RFP with a due date of August 15, 2000	Applicant Staff	Dec. 30 – February 15, 2004
3	Finalize facility permitting	Applicant Staff	Dec. 30 – February 15, 2004
4	Facility Construction	Contractor	May 15 – July 15, 2004
5	Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)	Applicant Staff	June 15 – July 15, 2004
6	Train 5 County staff for 40 hour HAZWOPR certification	Applicant Staff	August 1 – August 31, 2004
...			
15	Opening Ceremony for Permanent Facility	Applicant Staff	November 1, 2004

EXAMPLE

BUDGET ITEMIZATION

City of Crudemont – URD3-02-9999

Personnel/Other

Director - 10 hours @ \$30/hr. (with benefits) grant administration	
\$300.00	
Project Coordinator – 175 hours @ \$25.00/hr. (with benefits) grant supervision and field work	\$4,375.00
Travel Expense Claim- mileage and per diem for Used Oil Recycling Conference	\$153.00
Used Oil Recycling Conference registration fee (Project Coordinator)	\$30.00
Stormwater Personnel	\$1,000.00

Subtotal Personnel/Other

\$5,858.00**Publicity and Education**

* Signs Unlimited – 5,000 used oil recycling posters Invoice	
\$3,000.00	
* Oil-In-A-Drum Co. – 500 2-gallon used oil containers Invoice	\$2,500.00
* KOIL – 25 radio ads for collection events Invoice	\$500.00
* Sunset Shores Daily Bugle – 13 newspaper ads	\$1,500.00
Stormwater Publicity and Education	\$1,000.00

Subtotal Publicity and Education

\$8,500.00**Permanent Collection Facilities or Equipment/Grant Research Project**

*Fresh & Clean Environmental Inc. - used oil and filter collection	
\$150.00	
*Oil-In-A-Drum Co. – 2 500-gallon used oil storage tanks	\$740.00
*Oops-See-Daisy Inc. – spill response kit	\$250.00
*Dewey, Putnam and Hyde Consultants – designs to build a new HHW facility	\$1,200.00
*Ben's fencing – fencing for new HHW facility	\$985.00
*Stormwater Catch Basin Inserts; 5 @ \$200 ea	\$1,000.00

Subtotal Permanent Collection Facilities or Equipment/Grant Research Project

\$4,325.00**Temporary or Mobile Collection**

*Fresh & Clean Environmental Inc. – used oil and filter collection at	
Quarterly Crudemont HHW event	\$525.00

Subtotal Temporary or Mobile Collection

\$525.00**Residential Collection**

*T-Rex Oil Haulers – curbside used oil and filter collection	
\$1,100.00	
*T-Rex Oil Haulers – curbside used oil and filter collection	\$1,100.00

Subtotal Residential Collection

\$2,200.00**Expenditure Itemization Sub-Total****\$21,408.00**

* CrushMaster Oil Filter Crusher (Matching Funds @ 10%)	\$2,140.80
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Expenditure Itemization Grand Total

\$23,548.80

*** Copies of Quotes/Estimates must be included**

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FY 2002/2003 Used Oil Research, Testing, and Demonstration Grant Scoring Criteria

Applicants must score 70% (70 points) of the total possible 100 points to be considered for grant funding

GENERAL REVIEW CRITERIA

Points	Description
21	<p>1. NEED = Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project.</p> <ul style="list-style-type: none"> • Addresses the identified need as it relates to used oil collection technologies and products derived from used oil; • Includes evidence supporting the need for this project, and avoids unsubstantiated assumptions; • Points out any economic or environmental considerations that may further justify the need for this project; • Describes how the developed product or concept would increase the collection of used lubrication oil in California.
7	<p>2. GOALS AND OBJECTIVES = Describes what you wish to accomplish by completing this grant project. Describes measurable target(s) that must be met on the way to attaining your goal.</p> <ul style="list-style-type: none"> • Describes the measurable goals, include specific target dates and identify interim products; • Relates directly to fulfilling the specific need identified by your proposal; • Clearly describes any outcomes resulting from the successful completion of this project; • Identifies the goals and objectives that are met within the CIWMB's Strategic Plan (www.ciwmb.ca.gov/publications/general/52001008.doc) • Includes any environmental and economic benefits resulting from your projects.
13	<p>3. WORK PLAN = Specific list of all grant eligible procedures or tasks used to complete your project.</p> <ul style="list-style-type: none"> • Includes a completed Work Plan Form (included in the application package); • Shows the strategies you will employ to effectively resolve the problems identified in the need statement; • Identifies the staffing requirements necessary to carry out the proposed project, including staff assignments; • Lists any resources or materials that will be necessary to complete the project (see Section 7); • Identifies any required permits, along with a plan and timeline for obtaining permits (see permit checklist included in the application package).
9	<p>4. EVALUATION = Measures the outcome of the applicant's project.</p> <ul style="list-style-type: none"> • Describes the method for evaluating and measuring the interim progress and final outcome; • Describes how to overcome anticipated challenges; • Describes any evaluation reports to be produced for CIWMB review.
10	<p>5. BUDGET = Cost (dollar figure) associated with activities necessary to complete the project.</p> <ul style="list-style-type: none"> • Includes an itemization of quotes, estimates, or other documentation that support identified expenses in the Work Plan Form; • Identifies cost savings such as matching funds, volunteer labor, in-kind services, recycling options, and use of existing promotional material, etc.; • Describes how managerial, contingency, and miscellaneous costs are kept at a minimum.
7	<p>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</p> <ul style="list-style-type: none"> • The application is presented in an organized, clear and concise manner; • Shows that sufficient staff resources, with the appropriate technical expertise, are available for this project; • Contains background statements, resumes, and references for key project personnel and contractors; • Includes letters of support for the project from local governments, or state agencies.

GENERAL REVIEW CRITERIA CONTINUED	
15	7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE Applicant demonstrates evidence of a recycled-content policy by the purchase of recycled-content products, recycled or reused products, such as re-refined oil, recycled-content paper, use of compost and mulch, and other "green" products or materials, or the engagement in other waste reduction activities where appropriate and feasible. Applicant will be awarded points if: <ul style="list-style-type: none"> • Policy is in place or will be adopted by the applicant during the application period; • Applicant proposes to evaluate their Recycled-Content Products (RCP) purchasing policy annually. The evaluation should address the positive and negative features, the sustainable practices performed during the past year and a plan to increase the percentage of RCP by applicant.
82	TOTAL POSSIBLE GENERAL CRITERIA POINTS
SPECIFIC PROGRAM CRITERIA In your grant application, specify which criteria (8 or 9 or both) that pertains to your proposed project:	
3	8. Applicant will provide matching funds of at least 10 percent.
5	9. Applicant involves a public institution, public/private partnership or takes a multi-jurisdictional approach (include letter of support from participating jurisdiction if appropriate).
PRIORITY PROGRAM CRITERIA To receive additional points, specify in your application only <u>one</u> of the following priority criteria (10 – 14) that pertains to your proposal:	
10	10. Project develops a technique, process, market, or product not already available in California, which utilizes re-refined motor oil.
10	11. Project involves an independent third party technology evaluation of storm drain inlet filter devices relating to stormwater pollution caused by the improper disposal of used oil.
10	12. Project furthers the development and effectiveness of equipment designed to recover oil from oily water.
10	13. Project proposes to develop a cost-effective field test kit for use in identifying PCBs in used motor oil.
10	14. Project proposes to develop a strategy and establish a pilot-program for collecting used oil from independent truckers.
18	TOTAL POSSIBLE PROGRAM CRITERIA POINTS
100	TOTAL POSSIBLE SCORE (TOTAL OF GENERAL REVIEW CRITERIA AND PROGRAM CRITERIA POINTS)

GRANTS SUMMARY WORKSHEET

Exhibit G

Grantee	Agreement Number	Grant Award \$	Granting Entity and Brief Project Description	% of Project Completed

See reverse for completion instructions
INSTRUCTIONS FOR COMPLETING THE GRANTS SUMMARY WORKSHEET

List all State grants received by the applicant and/or participating organizations received between 1996 and the present.

1. Grantee: Enter the name of the organization that received the grant.
2. Agreement Number: List the agreement number for the grant. For example: CIWMB Used Oil Nonprofit Grant agreement numbers begin with UNP2, UNP3, & UNP4.
3. Grant Award \$: List the amount approved, not the amount requested.
4. Granting Entity and Brief Program Description: State awarding agency and give a 1-2-sentence summary of the project.
5. Percentage of Project Completed: An empirical determination of the percentage of project goals that were accomplished.

SAMPLE

Grantee	Agreement Number	Grant Award \$	Brief Program Description	% of Project Completed
<i>ABC Nonprofit</i>	<i>HHS4-99-237-07</i>	<i>\$175,450.00</i>	<i>Federal (Health & Human Services). Development of statewide oil recycling publicity campaign focusing on minority DIYers.</i>	<i>55%</i>
<i>ABC Nonprofit</i>	<i>UNP4-00-999-19</i>	<i>\$ 30,479.00</i>	<i>State of California (CIWMB) Used Oil Grant. Continued and expanded a used oil public education campaign with a direct mail piece and radio advertising.</i>	<i>95%</i>